

<b>ROP 3: HANDLING OF STATE RECORDS CENTER FILES</b>	Page 1 of 1
<b>Division of Forensic Science Central Laboratory</b> <b>Regional Operating Procedure</b>	Amendment Designator:
	Effective Date: 1-January-2002
<p style="text-align: center;"><b>ROP 3: HANDLING OF STATE RECORDS CENTER FILES</b></p> <p style="text-align: center;"><b>Central Laboratory</b></p> <p><b>3.1 BACKGROUND</b></p> <p>3.1.1 AOP 1: State Records Center Files</p> <p><b>3.2 CENTRAL LABORATORY MAINTENANCE OF STATE RECORDS CENTER CASE FILES</b></p> <p>3.2.1 SRC files shall be retrieved and distributed only by the Forensic Laboratory Business Manager or other authorized person, whom requestors may contact via telephone, e-mail, or in person.</p> <p>3.2.2 Responsibility of the Forensic Laboratory Business Manager or other authorized person:</p> <p>3.2.2.1 Check out to the requestor only his or her own reports and related documentation. Place a sign-out card in the file folder, showing the FS Lab #, the requestor's name, and the date. Make an entry in the sign-out log, giving the same information. Place the packet in a blue interagency envelope addressed to the requestor. Notify the requestor by telephone or e-mail when the file is ready.</p> <p>3.2.3 Responsibility of DFS Central Laboratory employees requesting files from the SRC:</p> <p>3.2.3.1 Under normal circumstances requests must be made to the Forensic Laboratory Business Manager or other designated authorized person, either by telephone, e-mail, or in person. In non-routine circumstances requests may be made to someone else in the administration office; this is discouraged except in unusual or emergency situations.</p> <p>3.2.3.2 In addition to the FS Lab #, the request should include any deadline that applies. Under ordinary circumstances the SRC provides 24-hour turn around on requests.</p> <p>3.2.3.3 When the file is ready, the requestor shall come to the Forensic Laboratory Business Manager's office to initial and date the sign-out log and pick up his or her file; when returning the file, the requestor shall bring it to the Forensic Laboratory Business Manager's office, initial and date the logbook, and leave the blue envelope on the logbook for processing and return to the SRC.</p> <p>3.2.3.3.1 Employees who only need to review a case file shall do so in the administrative area. If the requestor needs to make copies, he or shall use the Admin photocopier.</p> <p>3.2.3.3.2 <b>Under no circumstances shall a case file be removed from the administrative area unless it is properly checked out according to procedures in 3.2.</b></p> <p>3.2.3.4 Each requestor is responsible for the integrity and safety of SRC files in his or her possession.</p> <p><b>3.3 PROCEDURES FOR TRACKING STATE RECORDS CENTER</b></p> <p>3.3.1 If it is necessary for the original requestor to relinquish a case file to another examiner, the file must be logged back in to the Forensic Laboratory Business Manager and logged out to the second examiner. The file itself does not have to be returned; however, the change of custody must be reflected in the logbook so that any future request for the file can be directed to the proper person.</p> <p style="text-align: right;">◆ End</p>	